



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: PERSONNEL SPECIALIST

SALARY RANGE(S):	Range A: \$2,654 - \$3,322 <i>per month*</i> Range B: \$3,053 - \$3,824 Range C: \$3,160 - \$3,957 Range D: \$3,413 - \$4,273 <i>*The Starting Salary shown applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i> <i>*(There is an additional \$2,400 annual Recruitment & Retention bonus for this classification)</i>
TENURE/TIME BASE:	Limited Term (24-months), Full-Time
PROGRAM/DEPARTMENT:	Human Resources Department – Personnel
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES: Sonoma Developmental Center has an immediate opening for a Limited Term (24 months), Full-Time Personnel Specialist. The Personnel Specialist is responsible for applying State laws, Departmental and control agency rules, regulations and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of record keeping, certification, payroll/personnel document processing and various personnel transactions functions. Typical duties include preparing employee Personnel Action Request (PAR) documents and key entering into the State Controller's Office (SCO); applying and maintaining knowledge of laws, rules, regulations and bargaining contract provisions affecting personnel record keeping, filing; maintaining various personnel/payroll records and preparing miscellaneous correspondence; preparing and requesting payroll through the certification process by maintaining and reconciling timekeeping records; preparing and keying monthly, semi-monthly, and intermittent pay using the State Controller's Office PIP system; responsibility for preparing, submitting and verifying payment of wage garnishments; completing necessary forms to set up accounts receivables and initiating/following up collection on overpayments.

WHO IS ELIGIBLE TO APPLY: Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of one of the following: Being a current or former California State Civil Service employee (lateral transfer or reinstatement) obtaining list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per SPB Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification and other related information may be found on the website at www.calhr.ca.gov. Applicants are asked to specify the type of eligibility they possess when applying. Applications may be obtained from the Human Resources Personnel Office at the Sonoma Developmental Center or may be downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO THE FOLLOWING:

Sonoma Developmental Center
Human Resources Examination Unit – Room #124
P O Box 1493
Eldridge, CA 95431

(707) 938-6439 Contact Gwen Vales for questions specific to duties of the position. Civil Service Eligibility will be determined by the selection analysts in the Human Resources Department).

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.